



## PARKS, RECREATION AND COMMUNITY SERVICES DEPARTMENT SAFETY POLICY

POLICY NUMBER:	19	DATE:	November 24, 2000
TITLE:	<b>REPETITIVE MOTION INJURIES</b>	APPROVED BY:	Katherine Boxer Latipow

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### 19-1. REFERENCE

Title 8, California Code of Regulations, Article 106, Section 5110

### 19-2. PURPOSE

To establish implementation procedures for determination of ergonomic hazards and how to mitigate them.

### 19-3. POLICY

The Parks, Recreation and Community Services Department shall assist and cooperate, as necessary, with the Risk/Safety Section of the Department of Administrative Services to evaluate and control exposures which have caused repetitive motion injuries, and to train employees as required.

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### 19-4. PROCEDURE

#### (a) Worksite Evaluation

Each job, process, or operation of similar work activity, or a representative number of such jobs, processes, or operations of similar work, shall be evaluated for exposures which have caused repetitive motion injuries (RMIs).

#### (b) Control of Exposures

Any exposures that caused RMIs shall, in a timely manner, be corrected or if not capable of being corrected, have the exposures minimized to the extent feasible. When possible, engineering controls (such as work stations redesign, adjustable fixtures or tool redesign) and administrative controls (such as job rotation, work packing, or work breaks) shall be used.

#### (c) Training of Employees

Affected employees shall be provided with training that includes an explanation of:

- (1) The employer's program
- (2) The exposures which have been associated with RMIs
- (3) The symptoms and consequences of injuries caused by repetitive motion
- (4) The importance of reporting symptoms and injuries to the supervisor
- (5) Methods used to minimize RMIs.